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**DUTIES OF SERGEANTS**

This order outlines responsibilities of sergeants regarding supervision, reports and records, notifications and radio contact.

**I. POLICY**

**A. Sergeants shall:**

**1. SUPERVISION**

- a. **Train and lead subordinates in the performance of their duties and set an example of efficiency and deportment.**
- b. **Have immediate control and supervision of assigned members.**
- c. **Require all assigned members to comply with the policies and procedures of the Department, and take appropriate action when violations occur.**
- d. **Not permit subordinates to linger at a police facility or other locations when not on official business.**
- e. **Frequently visit assigned members during their tour of duty, record times and places of visits, and conduct inspections of the members.**
- f. **Be responsible for the policing of their assigned areas. During an emergency, have immediate control over their subordinates' response until command is assumed by a superior officer.**
- g. **Visit Patrol Special Officers on their beats and inspect their uniforms and equipment.**
- h. **Notify the Lieutenant when an officer or a Patrol Special Officer cannot be located. Search for the officer until he/she is found or until relieved by a superior officer. Make a written report to the Commanding Officer when the officer cannot provide a satisfactory explanation for his/her absence.**

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- i. **Ensure that subordinates promptly and properly respond to radio assignments.**

**2. REPORTS AND RECORDS**

- a. **Review their subordinates arrests and reports for appropriateness and completeness.**
- b. **Record details and assignments of members under their immediate supervision.**
- c. **Keep and maintain a Performance Improvement Program (PIP) binder for each assigned officer.**

- 3. NOTIFICATIONS. Keep their superior officers informed of personnel matters and conditions in the assigned area. Inform superior officers of places suspected of being used for unlawful activities or places where known criminals congregate. Advise superiors of possible labor disputes or any condition warranting police action.**

- 4. RADIO CONTACT. Maintain constant radio contact with Communications Division and respond to calls that may require supervision.**
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